



United States Environmental Protection Agency
Washington, D.C. 20460
EPA Headquarters Transit Subsidy Enrollment Form

Please Print Clearly or Type

1. Name (Last, First, M.I.):

2. SSN:

3. Grade:

4. Home Address (Number/Street):

5. City:

6. State:

7. Zip Code:

8. Work Address (Building Only):

8a. Mail Code:

9. Work Telephone #:

10. Circle Reason(s) for Application Submission:

New Applicant
Decrease

Reapplying
Increase

Re-certification
Lost/Stolen ATM Card

Name Change
Other _____

Address Change

11. Commuting Method:

Subway (METRO) _____ Bus _____ Van pool _____ Commuter Train: MARC, VRE _____

12. Which Metro Station will you start your commute? _____ (i.e. Takoma);
and, which Metro Line will you use? _____? (i.e. Red Line).

13. Please tell us how you presently commute to work? (i.e. private vehicle, train, bus, car pool, van pool, etc.):

14. Will enrollment in the EPA Headquarters Transit Subsidy Program result in a change in your present commuting habit:

Yes

No

15. Please indicate the mileage involved in any portion of your commute in which private transportation is used: _____ (Round Trip)

16. How much does it/or will it cost you per month to commute to and from work using transit?
In computing your cost, use 21 work days or actual work days, which ever is less. Also,
DO NOT INCLUDE PARKING COST IN YOUR ESTIMATE.

Subway (METRO) \$ _____ (Monthly Total)

Bus \$ _____

Van Pool..... \$ _____

Commuter Train..(MARC, VRE)..... \$ _____

Estimated Monthly Cost..... \$ _____ (Monthly Total)

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Privacy Act Statement

This information is solicited under authority of Public Law 103-172. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a Transit Subsidy. The purpose of this information is to facilitate timely processing of your request, to ensure that you are not listed as a car pool or van pool participant or a holder for any other form of vehicle worksite permit with EPA or any other Federal Agency. Disclosure may also be made to a Congressional Office at your request; to Federal Contractors and others performing services for the Government, to Federal, State and Local Agencies connection with decisions and authorized activities relevant to this system of records, to appropriate Federal Agencies for records management purposes to the Department of Justice and others in connection with relevant litigation and appropriate law enforcement activities. This is a summary of the routine uses for the Transit Subsidy Program. For a more detailed description of the routine uses, see Federal Register notice for this system of records.

Employee Certification

"I hereby certify that I am an EPA employee, that I have read the Transit Subsidy programs rules, and agree to comply with these rules. I further certify that I am eligible for a Transit Subsidy and that as a condition of participation in EPA's Transit Subsidy program, I will be using it for my regular daily commute to and/or from work, and will not sell or transfer it to anyone else, nor will I be named on a worksite parking permit with EPA or any other Federal Agency. Finally, I certify that the monthly Transit Subsidy I receive will not exceed my average commuting cost (Based on a 21 workdays per month)."

This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, statement or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United State Code, Section 1001, Civil Penalty Action providing for administrative recoveries for up to \$5,000 per violation, and/or agency disciplinary actions up to and including dismissal.

Signature

Date of Signature

17. FMSD Action: Approval Disapproval

By: _____

Name and Title (Please Print)

Signature

Date

Transit Subsidy ATM Locations:

- No. 1 - Crystal Gateway (11th floor, across from Mail Room)
- No. 2 - Ariel Rios Building South (6th floor Copy Center)
- No. 3 - Crystal Station (2nd floor Vending Machine Area)
- No. 4 - 1310 L Street, N. W. (Pantry Room , 1st Floor)
- No. 5 - Ronald Reagan Building (Mezzanine Level, Building Services Desk)
- No. 6 - Crystal Mall 2 (3rd floor Cafeteria)
- No. 7 - EPA East, Room B155, (Outside of Cafeteria)
- No. 8 - Woodies Building (3rd Floor)

For additional information on EPA's Transit Subsidy Program go to:
<http://intranet.epa.gov/hqintran/transportation.htm> and click on Transit Subsidy or call (202) 564-1368.

For assistance in computing your actual commuting cost, go to:
<http://www.wmata.com/metrorail/stations.cfm> and click on your starting station

Mail To: Transportation Management Staff
Mail Code 3204R